

[Date]

[Tenant Name]  
[Property Address]  
[City, State, Zip Code]

Dear [Tenant Name],

Your current lease for the property located at [Property Address] is scheduled to expire on [Current Lease End Date]. We have enjoyed having you as a tenant and would like to offer you a renewal of your lease agreement.

The terms of the renewal offer are as follows:

- **New Lease Term:** [Number of Months] months
- **New Start Date:** [Start Date]
- **New Expiration Date:** [End Date]
- **New Monthly Rent:** \$[Amount]
- **Security Deposit:** [Current deposit remains on file / Additional amount required]

All other terms and conditions of your original lease agreement will remain in full force and effect.

Please let us know your decision by [Deadline Date]. If you wish to accept this offer, we will prepare the formal lease renewal document for your signature. If you do not intend to renew, please provide this letter as your formal notice of intent to vacate by the end of your current term.

Should you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]  
[Company Name]

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**Tenant Response:**

- I/We accept the renewal offer.  
 I/We decline the renewal offer and will vacate the premises by [Current Lease End Date].

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Tenant Signature

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Date